



Policy: 2101
Procedure: 2101.21
Chapter: Business and Finance
Rule: Travel Reimbursement for Meals and Mileage

Effective: 03/06/08
Replaces: N/A
Dated: N/A

Purpose:

Arizona Department of Juvenile Corrections (ADJC) shall have a travel reimbursement process in accordance with the opinion of the Attorney General, number R75-33 which states, a meal allowance or meal reimbursement is an amount actually spent for a meal, not to exceed the maximum amount allowed for such meal. The maximum amounts to be reimbursed are set by the Joint Legislative Budget Committee (JLBC). Meals that are reimbursed to a traveler when there is no overnight stay are taxable income to the traveler.

To better utilize the Department resources, privately-owned vehicle use for State business is restricted. Mileage will be reimbursed only if State vehicles are not available at the time of travel.

Rules:

1. Eligibility for Meal Reimbursement:

- a. **ADJC** shall:
 - i. Only honor a request for a meal reimbursement when a meal is incurred on official State business outside a radius of 50 miles from the traveler's personal residence and regular duty post;
 - ii. Reimburse a meal with the following maximum amount which includes:
 - (1) All food;
 - (a) Alcohol beverages shall not be reimbursed.
 - (2) Tips (gratuities – amounts that are reasonable and customary, typically 15%-20%); and
 - (3) Travel to the meal (i.e., taxi, shuttle); and
 - (4) Taxes charged by the restaurant.
- b. **ADJC** shall reimburse an ADJC Traveler only when s/he meets the following criteria for meals:
 - i. **One meal:** for six hours in travel status up to the lesser of the amount actually spent for the meal or the maximum reimbursement rate;
 - ii. **Two meals:** for 12 hours in travel status; and
 - iii. **Three meals:** for 18 hours in travel status.

2. ADJC shall reimburse an ADJC traveler in travel status only for actual expenses paid for up to the allowed maximum.

- a. The **ADJC TRAVELER** shall not claim more than the actual amount spent. Claiming more than the actual amount could result in disciplinary action, including termination.

3. Upon completion of travel, ADJC TRAVELERS shall:

- a. Complete GAO-503-EZ State of Arizona Travel Claim Form (ADJC Form 2101.19C1);
- b. Attach itemized receipt for each meal consumed;
- c. Attach other required receipts, if applicable;
- d. Submit the Travel Claim Form for supervisor's approval and signature:
 - i. **SUPERVISORS** shall verify the accuracy of the amount claimed before signing.

4. Eligibility for Mileage Reimbursement:

- a. State-owned vehicles shall be used, whenever possible, as the primary mode of state travel in place of privately-owned vehicles.
 - i. If a state-owned vehicle is not available, **ADJC TRAVELERS** shall:

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- (1) Obtain prior approval from their supervisor to use his/her personal vehicle for state business travel;
 - (2) Ensure to note on the GAO-503-EZ State of Arizona Travel Claim Form (ADJC Form 2101.19C1) if a deviation from the most direct travel route occurred due to unexpected travel circumstances, e.g. road construction, weather or environmental hazards, fires, etc;
 - (3) Specify the complete street address, city and state in the "Departed From" and "Arrived at" columns on the travel claim form;
 - (4) Submit the Travel Claim Form to the Supervisor for approval and signature.
5. The **ADJC TRAVELER'S SUPERVISOR** shall forward all travelers' Travel Claims to the Central Office (CO) Accounting, Facility Business Offices, or Community Corrections Business Office for reimbursement.
6. **CO ACCOUNTING, FACILITY BUSINESS OFFICES, OR COMMUNITY CORRECTIONS BUSINESS OFFICE** shall:
 - a. Only reimburse mileage at the most direct route to the destination less the commute mileage **to and from** the designated duty post, unless deviation exception is noted;
 - b. Reimburse mileage at the rate set by the Arizona Department of Administration (ADOA) and approved by the JLBC.
7. When processing travel claims **CO ACCOUNTING, FACILITY BUSINESS OFFICES, OR COMMUNITY CORRECTIONS BUSINESS OFFICE** shall:
 - a. Use Intranet mapping as the standard to determine the most direct travel route;
 - b. Print out the mileage mapping showing the address and the reimbursement calculation;
 - c. Attach the mileage mapping print out to the Travel Claim Form;
 - d. After entering travel claims in Human Resources Information System (HRIS), **COMMUNITY CORRECTIONS BUSINESS OFFICE** shall forward the travel claims to CO Accounting for review and approval.
8. When receiving incomplete Travel Claims the **CO ACCOUNTING, FACILITY BUSINESS OFFICES, OR COMMUNITY CORRECTIONS BUSINESS OFFICE** shall:
 - a. Email the ADJC Traveler for clarification on missing information; and
 - b. Notify the ADJC Traveler by email that his/her travel claim will go into an inactive status and reimbursement will not be made if no response is received after three email notifications in a two week period.

Signature Date

3/8/08

Approved by Process Owner



Patti Cordova, Assistant Director of Support
Services Division

Effective Date

3/10/08

Approved by



Michael D. Branham, Director